# Pre-Election Set Up Procedures

Electronic Pollbook Set Up Procedure

Note: A bipartisan team of judges must complete the following steps

Monday Night	
STEP	ACTIVITY
1	**Locate the Pollbook and printers:** ➢ Verify luggage tags on Pollbook cases have correct District and Precinct number. ➢ Verify the outer red seal on each Pollbook case is intact. (There is no lock on printer case(s).) ➢ Open the printer case. Remove the *Electronic Pollbook Integrity Report.*
	Complete steps 2 -3 one Pollbook at a time
2	**Completing the *Electronic Pollbook Integrity Report*:** ➢ Verify the outer red seal number matches one of the number printed on the *Electronic Pollbook Integrity Report* (Opening, column #1). If numbers match, discard red seal. ➢ Remove the outer red seal from that Pollbook case (use scissors if needed). ➢ Verify the State Asset Tag number on the front of that Pollbook matches the number printed on the *Electronic Pollbook Integrity Report* (Opening, column #2) on the same line as its red seal. ➢ Verify the number of the inner red seal (top upper right on the back-side of the Pollbook) matches the number on the *Electronic Pollbook Integrity Report* (Opening, column #3) on the same line as its red seal. ➢ **DO NOT REMOVE** the inner red seal on the memory card compartment. ➢ Each judge: If numbers match initial in column #4. If numbers do not match, notify a Chief.
3	**Assembling the Pollbook:** ➢ Remove the Pollbook**,** power cord, and power brick from the case. ➢ Ensure the power switch on the top of the Pollbook under the black flap is **OFF**. ➢ Lay the Pollbook face down on the table (legs facing towards you). ➢ Plug the power brick's cord (identified by a YELLOW tape stripe) into the Pollbook slot marked "PWR". ➢ Obtain a power strip for the check-in area. Do not plug into the wall outlet until step 5. ➢ Plug power cord into the power brick and the power strip.
4	➢ When all Pollbooks are assembled, plug power strip into the wall outlet and turn on.
5	➢ Give the *Electronic Pollbook Integrity Report* to a Chief. ➢ Report each discrepancy, if any, to a Chief.

Printer Set Up Procedure

Monday Night	
STEP	ACTIVITY
1	➢ Remove one printer, a power brick (identified with a blue stripe), a power cord, and a Universal Serial Bus (USB) cable from the printer case.
2	➢ Plug the larger end of the USB cable into a USB port [⌙] on the back of the Pollbook. ➢ Pull open the flap on the left side of the printer and connect the smaller end of the USB cable into the USB port [⌙].
3	➢ Plug the power brick cord into left side of the printer above the label "DC In". ➢ Plug the 2-pronged power cord plug into the power brick and the other end into the power strip for the check-in area.
4	➢ Check the printer for paper by pushing up on the gray lever to release the paper cover. ➢ Verify the paper is feeding from the bottom. ➢ Pull on the paper to verify paper is feeding correctly. ➢ Close the printer firmly until it latches (listen for the click). ➢ ***Note: if paper needs to be replaced, see the "How to Load Printer Paper" Procedure.***
5	➢ If green light is on, press red button to turn off printer. ➢ Test the printer by firmly holding down the power (round red button) and the paper feed (triangular green button) at the same time. After a short delay; the light near power button will flash.
6	➢ Release the buttons. Test strip will automatically print. ➢ Tear off and discard the test strip.
7	➢ Turn printer off by pressing red button.
8	➢ Follow Steps 1-7 to attach remaining printers to Pollbooks.

Electronic Pollbook Start-Up Procedure

Monday Night	
STEP	ACTIVITY
1	➢ Extend the legs and stand the Pollbook as if it were a picture frame. ➢ Turn on the Pollbook. (Power rocker switch is under the flap at the upper left top.)
2	➢ The prompt [Launch] will be displayed on the Pollbook screen. ➢ Use the stylus (found at the top left back of the Pollbook) to tap this prompt.
3	➢ When the "Log In" screen appears, verify the precinct information displayed is correct. ➢ **If the correct precinct is not shown, notify a Chief immediately. Do not proceed with a Pollbook that does not display the correct information.**
4	➢ Tap the [OK This is Correct Poll] button ➢ If a prompt appears that reads "The printer is not connected or powered up. Check printer power and USB cable connections", ensure your printer is ON and connected to a power source as well as to the Pollbook.
5	➢ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear. ➢ Verify the "Poll Status" on the right side displays "CLOSED" in a red box. ➢ On the left side, the "Statistics" section has three tabs: Ballots, Voters, and Same Day Registration (SDR) Counts. ➢ The "Ballots" tab will be displayed. Verify the numbers are all set to zero. ➢ Tap the "Voters" tab and verify those numbers are all set to zero. ➢ Tap the "SDR Counts" tab and verify those numbers are all set to zero. ➢ **If any number is not set to zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every entry under Ballots, Voters, or SDR Counts.**
6	➢ Check the date and time displayed in the lower right corner of the Pollbook. ➢ If the date is wrong or the time is off by more than 5 minutes, see a Chief for instructions to reset the Pollbook clock.
7	➢ Follow steps 1-5 for each Pollbook.
8	➢ Using the Network Hub Setup Procedure checklist, network **only** Pollbooks set at zero for every entry under Ballots, Voters, or SDR Counts tabs (Step 5 above).

Network Hub Set Up Procedure

STEP	ACTIVITY
Monday Night	

STEP	ACTIVITY
Note: Network **ONLY** Pollbooks set at zero (**Electronic Pollbook Start-Up Procedure,** Step 5)	
1	**Precinct with 2 Pollbooks**: ➢ Locate red cross-over LAN cable (each end has a telephone-like plug) in printer case. ➢ Plug an end of the LAN cable into a LAN port on the back of each Pollbook.
	Precinct with 3 or more Pollbooks: ➢ Remove the Multi-Port Network Hub, LAN cables, and power cord from printer case. ➢ Turn off power strip for check-in area if it is on. ➢ Connect small round connector of power cord into Hub and other end into power strip. ➢ Plug an end of a LAN cable (telephone-like plug) into the Multi-Port Network Hub and the other end into LAN port on the back of a Pollbook. ➢ **Note: Do not use the Uplink slot in the Network Hub** ➢ Follow Step 1 for each Pollbook. ➢ Turn on power strip. ➢ LED light on the hub will come on.
2	➢ Check the Pollbook network status: a blinking up arrow and a blinking down arrow will appear at the bottom right if the Pollbooks are correctly networked. Note: May take a few seconds. ➢ To initialize the network synch, tap the "Status" tab on the upper far right of the "Main Screen". ➢ Tap the "Network" tab on the left. ➢ Look on the screen to confirm there is a line entry for each Pollbook, identified by its State Tag Number. ➢ Look at the "Synch" column for each Pollbook. All Pollbooks should show "complete" except the one you are using. It will show "N/A".
3	➢ Turn off Pollbook at the upper left under the flap. ➢ Replace the stylus in the top left of the Pollbook.
4	➢ Leave the power strip on so the Pollbooks can charge overnight.
5	➢ Tidy the check-in area by moving cables/cords/bricks out of the way. ➢ Ensure safety of voters and poll workers by using Velcro straps, rubber bands, and tape to secure cables/cords/bricks and other equipment. ➢ Use only the blue painter's tape on walls and floors.
6	➢ Make sure all cases and bags are properly stored.
7	➢ Ensure that the check in area has a sufficient number of *Voter Assistance Forms* and *Voter Update Form*s. ➢ Check that there are sufficient numbers of pens, pencils, scratch paper pads and **extra rolls of printer paper**.

Note: Make sure all judges know where the extra rolls of printer paper are stored.

How to Load Printer Paper

Anytime	
STEP	ACTIVITY
1	➢ Turn the printer off.
2	➢ Locate and open a new roll of paper. ➢ Un-wrap the roll past the glue point and tear off excess paper.
3	➢ Facing the printer, push up the gray cover release slide. ➢ The top latch will release.
4	➢ Lift up the cover to the fully open position.
5	➢ Using right hand, pinch the paper release lever (blue-gray, on the right side of the paper cradle) down and forward and hold it in pinched position. Put thumb on inside of paper cradle. Hold the pinch. ➢ Hold the left side of the paper cradle, with thumb to inside of cradle. ➢ While pinching both sides, use both hands to slide each side of the paper cradle apart with your thumbs ➢ Paper roll will fall from its cradle. Remove roll.
6	➢ Place the new paper roll onto the left paper guide post, with paper feeding from the bottom. ➢ Continue to hold the paper roll on the guide post with the left hand. (Try to hold paper roll with thumb and two fingers, and place other fingers on outside of paper cradle.)
7	➢ Pinch the paper release lever (right side) with the right hand. ➢ With both hands, slide sides of paper cradle together toward the center. ➢ When almost closed, aim the right side of the paper spool onto its guide post.
8	➢ Pull the paper forward several inches to ensure it rolls freely. ➢ Close the cover. Make sure it latches. ➢ Tear off excess paper.
9	➢ Test the printer by firmly holding down the power (round red button) and the paper feed (triangular green button) simultaneously. After a delay; light near power button flashes.
10	➢ Release the buttons. Test strip will automatically print. ➢ Tear off and discard the test strip.

Provisional Set Up

STEP	ACTIVITY
Monday Night	
STEP	ACTIVITY
1	➤ Set up Provisional table with chairs for the Provisional Judge and provisional voters.
2	➤ Set up Provisional voting table(s) near the Provisional Table. ➤ Obtain privacy screen(s) from the Blue Sign Bag and place them at the Provisional voting table.
3	➤ Obtain the Orange Provisional Voting Supply Bag, the *Provisional Ballot Certificate - Opening,* the *Provisional Ballot Tally Sheet,* and the *Provisional Voter Authority Card Envelope* from a Chief. ➤ Break and discard the red seal. ➤ Inventory the items using the *Orange Bag Checklist* found in the bag. ➤ **DO** **NOT** open the sealed Extended Voting Hours Envelope.
4	➤ Open the Provisional Ballot packs. ➤ **For a primary election**, verify there are three ballot styles – Democratic ballots, Republican ballots, and unaffiliated ballots. ➤ **For every election**, count the ballots one by one; do not remove from the pad. Verify the count matches the quantities preprinted on the *Provisional Ballot Certificate - Opening.* ➤ Check-mark each designated box. ➤ *Note: If count does not match preprinted number, notify a Chief immediately.*
5	➤ Verify the **Orange Provisional Ballot Bag** for **voted** Provisional Ballots is locked and sealed. ➤ Do **NOT** break the seal. ➤ Verify that the number of the red seal on the orange ballot bag is the same number pre-printed on the *Provisional Ballot Opening Certificate.* Check-mark and initial designated box. ➤ *Note: If the red seal number does not match the preprinted number, notify a Chief immediately.*
6	➤ Sign the *Provisional Ballot Certificate - Opening.*
7	➤ Give the *Provisional Ballot Certificate - Opening* to a Chief.
8	➤ Arrange the provisional voting supplies at the Provisional Table and voting table(s).
9	➤ *Repack* the ballots, the Orange Ballot Bag, the *Provisional Voter Authority Card Envelope,* and the *Provisional Ballot Application and Instructions* in the Orange Provisional Supply bag. Secure the bag with a red seal.

Ballot Marking Device (BMD) Setup Procedure

Monday Night	
STEP	ACTIVITY
	Ballot Marking Device (BMD) Setup
1	➢ Obtain Ballot Marking Device (BMD) Integrity Report – Opening and Closing (in the Chief's Red Folder), round and flat keys, password, tamper tape in Chief's Red Memory Stick Security Bag. ➢ Set up the table for the BMD.
2	➢ Remove the BMD case from the Transfer Cart. ➢ Take the BMD in its carrying case to the table. ➢ Obtain the *BMD Integrity Report Opening and Closing*. ➢ Check the ID tag on the BMD carrying case to ensure that the tag designates the correct polling place. a. Verify the Serial # located on the top of the BMD. Confirm by checking the box in column A of the BMD Integrity Report. If the number does not match, immediately notify the Board of Elections, (240) 777-8543.
3	➢ Remove the BMD, keypad, and headphones from the case. ➢ Remove the power cord from the case side pocket. ➢ Lay the BMD face down on the table.
4	➢ Push the small circular plug of the power cord with flat side up into the port on the back of the BMD. ➢ The plug will click into place when properly connected. ➢ Plug the other end of the power cord into an electrical outlet.
5	➢ Grasp the bottom of the stand on the back of the BMD. ➢ Pull out and extend the stand. ➢ Rest the BMD on the stand. ➢ Position the BMD on the table.
6	➢ Verify the tamper tape number located on the left side compartment of the BMD. ➢ Confirm by placing a checkmark in the box in column B of the *BMD Integrity Report*. ➢ Leave the BMD plugged into the electrical outlet and the keypad and headphones on the table.

Scanning Unit Set-Up Procedure

Monday Night	
STEP	ACTIVITY
	Scanning Unit Setup
1	➢ Obtain *Scanning Unit Integrity Report – Opening* (in the Chief's Red Folder), Scanning Unit keys, Tamper Tape, security seals from Red Memory Stick Security Bag in Chief's Red Bag.
2	➢ Remove the Scanning Unit from the Transfer Cart (to prevent injury and damage, this should be done by at least two election judges). ➢ Roll the Scanning Unit to the location designated by precinct site survey.
3	➢ Engage both parking brakes on the Scanning Unit by gently stepping on the metal tabs. They will snap into place. ➢ **Caution: The metal tabs are sharp.**
4	➢ Confirm that the shipping label on the back of the Scanning Unit shows the correct polling place. ➢ If it does not, immediately notify the Board of Elections ((240) 777-8543).
5	➢ Use the flat key to unlock the back door of the Scanning Unit, unwrap the power cord (with the grey surge protector attached) and plug the cord into an electrical outlet. ➢ **Leave the power cord compartment door open**. Failure to do so may result in the unit overheating.
6	➢ Ensure that both lights on the surge protector (red and green) are lit. ➢ Do not open the scanning unit.
7	➢ Verify the security seal number on the Scanning Unit lid (column A of the *Scanning Unit Integrity Report – Opening*).
8	➢ Verify the number on the security seal on the Main Ballot Box ➢ (column E of the Scanning Unit Integrity Report – Opening).
9	➢ Verify the number on the security seal on the Emergency Ballot Compartment door (column G of the *Scanning Unit Integrity Report – Opening*).
10	➢ Verify the left and right side case security seals are intact (columns I and J of the *Scanning Unit Integrity Report – Opening*). ➢ DO NOT remove the security seals.